





# INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

## FOR GOVERNMENT PERSONNEL

## FOR THE CONTRACTOR

Item A. Self-explanatory.

Item B. Self-explanatory.

Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "provisioning," "Configuration Management", etc.

Item D. Enter name of system/item being acquired that data will support.

Item E. Self-explanatory (to be filled in after contract award).

Item F. Self-explanatory (to be filled in after contract award).

Item G. Signature of preparer of CDRL.

Item H. Date CDRL was prepared.

Item I. Signature of CDRL approval authority.

Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed on DoD 5010.12-L (AMS DL), or one-time DID number, that defines data content and format requirements.

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).

Item 6. Enter technical-office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item.

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref., DoDD 5230.24).

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of date of data item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in item 14; Desired medium for delivery of the data item.

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.



## DATA ITEM DESCRIPTION

**Title:** CERTIFICATION/DATA REPORT

**Number:** DI-MISC-80678

**Approval Date:** 880912

**AMSC Number:** N4533

**Limitation:**

**DTIC Applicable:**

**GIDEP Applicable:**

**Office Of Primary Responsibility (OPR):** N/Sea 55z3

**Applicable Forms:**

**Use/Relationship:**

1. Certification data is required to verify that specific qualifications have been obtained, tests have been performed, parts/assemblies/equipment/systems have been installed, tested, inspected and are ready for operation; that personnel have specific qualifications to perform assignments/operations/inspections; or to certify identity, interchangeability, compatibility, reliability, or completeness of documentation being prepared or reviewed by a contractor. The technical effort involved will be the result of equipment/procurement specification requirement.
2. Certification may be required for a single event/operation, or may be required for a specified time period, or certification may be required on a continuing basis with periodic re-certification or updating of the original certification.
3. The technical content requirements for this item shall be specified in the contract. When this DID is applied to contracts acquiring items via a military specification prepared in accordance with MIL-STD-961, the necessary detailed technical requirements shall be prepared as an appendix to the military specification entitled "Certification Data/Report Technical Content Requirements." The appropriate paragraph in the Requirements section herein, i.e., 3.1 or 3.2 shall be specified on the DD Form 1423, Contract Data Requirements List (CDRL).

### Requirements:

1. **Format.** The report shall be typewritten in narrative format on the contractor's form. The report shall cover the type of certification specified in Block 3, "Subtitle," of the CDRL, DD Form 1423.
2. **Content.** The report shall contain the contract number and data item sequence number, and shall contain a statement that specifically identifies the purpose and applicability of this certification.
  - 2.1 **Certification of completion.** Certification that tests have been performed, inspections made, parts/assemblies/equipment/systems have been installed, tested, inspected, and are ready for operation, or that specific qualifications have been obtained shall provide objective evidence in support of the certification. Objective evidence may include such items as spectrographs, radiographs, material sampling, analysis, inspection and testing reports, or any other necessary documentation.
  - 2.2 **Certification of personnel.** Certifications that personnel have specific qualifications shall be supported by licenses, permits, tests, statement of competency, or other documentation. The specific capabilities to perform an assignment, inspection, or other operations shall be stated in the certification.
  - 2.3 **Certification of data reviews.** Certifications that documentation/data has been reviewed shall contain a statement of the "depth" of the examination and the results thereof. If the documentation being reviewed cannot be certified, the report shall so state and shall list the reasons, i.e., deficiencies, conflicting data, etc.

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2.4 Certification of compliance. Certification of compliance to specific specification requirements shall be a statement to the effect that the contractor has complied.

3. Technical content.

3.1 The technical content shall be in accordance with the appendix entitled "Certification Data Report Technical Content Requirements," contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.

3.2 The technical content shall be as specified on the DD Form 1423, Contract Data Requirements List.

4. Supplemental information. Additional specific material, drawings, sketches, photographs, etc., in support of these certifications shall be as defined in the DD Form 1423.

5. Signature. The certification report shall be signed by the contractor's authorized representative responsible for insuring that the equipment being delivered/service being performed is in accordance with contract requirements.

6. End of DI-MISC-80678

**Distribution Statement:**

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.